



**February 16, 2022 – 6:30 p.m.**

**Madison County Administrative Auditorium  
414 N. Main Street, Madison, Virginia**

**Agenda: Planning Commission Workshop**

1. Call to Order
2. Determine Presence of Quorum & Review/Approval of Agenda
3. Review of Minutes from January 18, 2022, Planning Commission Meeting
4. New Business/Discussion Items:
  - A) Preliminary Site Plan Review for Expansion of Plow & Hearth Warehouse Expansion (no public hearing scheduled to-date)
  - B) Peter Work (Chair, Business, Industrial & Sign Committee): A Proposed Definition for Short-Term Rentals
  - C) Fay Utz (Chair, Agriculture, Conservation & Residential Committee): Private Road Subdivisions “4 and 1” Rule and Family Subdivisions
  - D) Discussion: Thoughts and Potential Timeline for Updating the County’s Comprehensive Plan (2023)
5. Additional Items from Planning Commission or Public
6. Adjournment

## Madison County Planning Commission

### Workshop Meeting

January 19, 2022

The Madison County Planning Commission Workshop meeting was called to order by Chair, Mike Mosko, in the County Administration Building auditorium at 6:30 p.m. A quorum was established with the following members present: Peter Work, Nan Coppedge, Mike Mosko, Steve Carpenter, Nathan Cowan, Fay Utz, and Pete Elliott; Francoise Seillier-Moiseiwitsch participated virtually for a work-related reason; and Danny Crigler was absent for continued medical reasons. Also present were Ligon Webb, County Planner; Sean Gregg, County Attorney; Clay Jackson, BOS liaison; and Jonathon Weakley, County Administrator.

Motion was made by Pete Elliott to approve the December 15, 2021 minutes as submitted, seconded by Steve Carpenter, and carried, with all members voting aye.

Nathan Cowan presented the nominating committee's slate of officers: Steve Carpenter as Chair, Fay Utz as Vice-Chair, and Nathan Cowan as Secretary. Sean Gregg presided over the meeting for the election of officers. There were no nominations from the floor for any positions. Each position was duly elected by motion, seconded, and carried by unanimous vote.

Steve Carpenter presided over the rest of the meeting.

**Case No. SU-02-22-8:** Request by Tri-Creek Farm, LLC for a Special Use Permit to operate four short-term rentals on a 98.9-acre tract (TM 41-35) at 1202 Lillards Ford Road, Brightwood, zoned A1. The four short term rentals/lodging consist of a single-family home, a cabin, a finished accessory structure (cottage), and a yurt. Mr. Webb stated the buildings are now properly permitted with the building office. The cottage has Health Dept. approval for septic, and plans are to use a composting toilet for the yurt. There is no VDOT information at this time. Mr. Webb stated he had told the applicant it was not necessary to attend this meeting.

**Case No. S-02-22-9:** Request by RG Basford, Inc., to subdivide a 50.6-acre parcel to create two new parcels with residue. The new parcels would be 6.6 acres and 3.6 acres, and 39.1 acres residue. **Case No. S-02-22-10:** Request by RG Basford, Inc., to subdivide an adjoining 53.4-acre parcel into 3 new parcels. These new lots would be 4.8, 5.1, and 8.45 acres, with a 35.9-acre residue. Both of these properties are zoned A1, located on Weaver Hollow Road near Banco (TM 22-19C, and TM 22-19D), and were created in 2011. A 3-acre parcel was divided from tract 22-19C in August 2021 (TM 22-19E). The plat shows a new right-of-way created to serve Lots 1, 2, 3, 4, and Lot 4 from an adjoining parcel (Case No. S-02-22-10), and a new r/o/w serving Lots 1, 2, and 3 of TM 22-19D. Sidney Coates, President of RG Basford, stated the r/o/w shown on the plat is a logging road created in 1977. A land disturbance and E&S plans will need to be filed before developing the land. VDOT has ruled that a stopping sight distance profile plan

needs to be provided, and the two entrances will need to meet requirements on stopping sight distance for this gravel road with 3% and 6% grades. Mr. Gregg stated creating 5 lots on a private road would be an obvious violation of the zoning code, and now would be the time for the applicant to change access to the lots. Mr. Work and Mr. Carpenter agreed the rules are established for good reasons, and need to be followed. Mr. Coates stated that even though the road goes to the top of the mountain boundary, he would have to access his parcel TM 22-29 from the Rt. 231 side because it is so steep. He also stated he did not think the residue parcels are developable because of the topography. It was agreed that naming the r/o/w as a road would not solve the problem of 5 users on a r/o/w. Mr. Carpenter stated that it appears Mr. Coates has two options of correcting the problem before the Joint meeting on Feb. 2, 2022. Mike Mosko asked Mr. Webb to clarify that in his write-up, he says "future subdivisions are exhausted" refers to the four users on a r/o/w, and subdivisions of land are allowed every 10 years.

**Case No. SU-02-22-11:** Request by Madison County Board of Supervisors and Network Building and Consulting (NB+C) for a Special Use Permit to allow a wireless communication facility (WCF) to be built to provide public safety radio coverage for the County. WCF would lease a 40' x 60' fenced in compound on a 14.9-acre tract zoned A1, located at 744 Hughes River Road, Etlan, (TM 16-28). The proposed lattice tower would be 174' plus a 4' lightning rod, and would provide service to the Old Rag Mountain/SNP area. The private r/o/w road will be roughly 3,950', 0.75 mile long. Alisha Kiser, with NB+C, was present to answer questions, and they will solicit private cell carriers to be on the tower. Easement and lease documents are complete.

Sean Gregg thanked Mike Mosko and Nan Coppedge for their exemplary service to the Planning Commission, as this is their last meeting on the Planning Commission.

Members were reminded to complete and return the annual Statement of Economic Holdings Disclosure forms to the BOS office.

There being no further business, the meeting was adjourned.

---

Nan Coppedge, Secretary

---

Approved

---

Certified



**Agenda Item 4 A) Conceptual Site Plan for the Expansion of Existing Warehouse Facility**

**Address:** 7021 Wolftown-Hood Road

**Tax Map** 48-5B, 39.5 acres

**Existing Sq. Footage of Building** = ~ 325,000 sq ft.

**Proposed Addition:** 99,000 sq ft (see next page)

**Zoning:** M1 (Industrial)



Date: FEB. 2022

Scale: 1"=60'

Designed by: EHB

Drawn by: BWK

Checked by: EHB

**Blackwell**  
Engineering, PLC  
568 East Market Street  
Harrisonburg, Virginia 22801  
Phone: (540) 432-9555 FAX: (540) 434-7604  
Email: BE@BlackwellEngineering.com

Revision	Dates

EXISTING CONDITIONS
PLOW & HEARTH WAREHOUSE ADDITION

Drawing No.

1

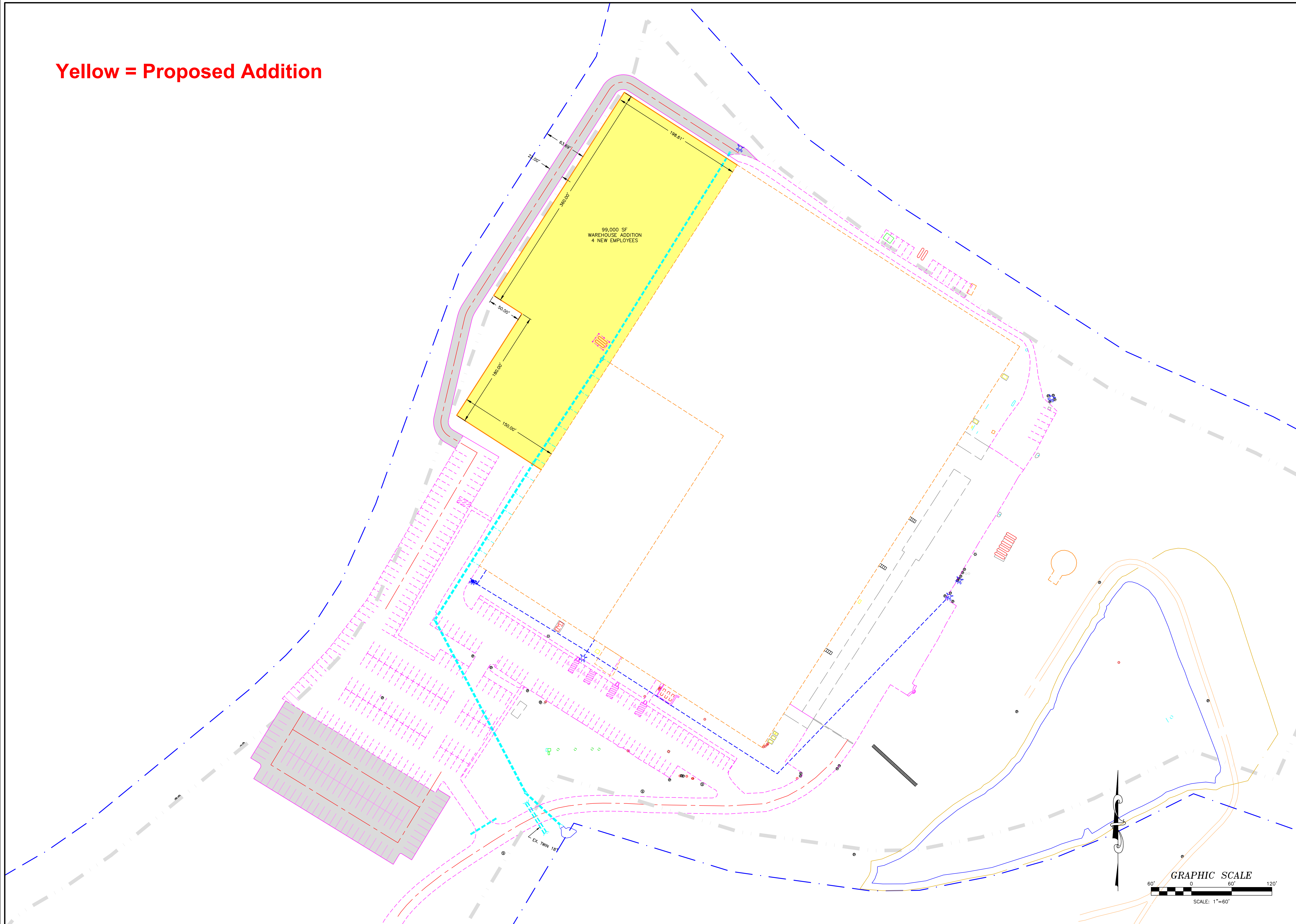
of 2 Sheets

Job No.


TBD



Yellow = Proposed Addition



Date:	FEB. 2022
Scale:	1"=60'
Designed by:	EHB
Drawn by:	BWK
Checked by:	EHB



**Blackwell**  
Engineering, PLC  
566 East Market Street  
Harrisonburg, Virginia 22801  
Phone: (540) 432-9555 FAX: (540) 434-7604  
Email: BE@BlackwellEngineering.com



Revision Dates

PROPOSED LAYOUT

PLOW & HEARTH WAREHOUSE ADDITION

Drawing No.

2

of 2 Sheets

Job No.

TBD

# Agenda Item 4 B)

## Short-Term Rentals

Revised -February 11, 2022

### MADISON COUNTY PLANNING COMMISSION

#### Business, Industrial, and Sign Committee

**Re: “Short- Term Lodging Unit” Definition**

The Planning Commission’s Business, Industrial, and Sign Committee proposes adding the following definition of “Short-Term Lodging Unit” to Article 20 (“Definitions”) of the Zoning Ordinance and adding “Short-Term Lodging Unit” to the lists of “Uses Permitted By Right” and “Special Permit Uses” in Articles 3 (Conservation, C-1), 4 (Agricultural, A-1), 5 (Residential Limited, R-1, and 6 (Residential General, R-2) of the Zoning Ordinance in accordance with the second paragraph of the definition..

Short-Term Lodging Unit refers to a single family house, dwelling, cabin, or accessory structure the owner of which: (1) offers the Unit for rent to third parties for periods not exceeding 30 consecutive days; (2) registers with the Building and Zoning Department; (3) remits transient occupancy taxes to the Commissioner of Revenue; and (4) adheres to all applicable private covenants and deed restrictions.

One such Short-Term Lodging Unit on a single parcel shall be a “by right use” in C-1, A-1, and R-1 and R-2 Zoning Districts. More than one Short-Term Lodging Unit on a single parcel shall be a “special permit use” in C-1 and A-1 Zoning Districts but shall not be permitted in R-1 and R-2 Zoning Districts.

Peter B. Work